OHIO STATE UNIVERSITY EXTENSION

2015 EXTENSION ANNUAL CONFERENCE
INNOVATION IN ACTION

REQUEST FOR PROPOSALS

PROPOSALS DUE: OCTOBER 14

DECEMBER 8 and 9 | OHIO UNION | 1739 N. High Street

Overview

You are invited to attend and participate in the 2015 OSU Extension Annual Conference – Innovation in Action. What makes innovation practical and real? Extension's employees actively engaged and focused on addressing Ohio's issues and trends with new ideas, methods, tools and processes. This year's poster and session proposal formats will focus on innovation in action that is making a difference in Extension's programming, research, relationships, operations and outreach. Proposals may be submitted in one of the following formats: presentation or poster.

Description of Formats

Presentation (55-minute session) – Fifty-five-minute presentation that teaches a specific skill needed by Extension professionals or provides information on a particular program or topic of interest to Extension professionals.

Poster – There will be four types of posters: Undergraduate or Graduate Student, Research, Educational Outreach, and Ideas in Action. These posters will be on display both days of the conference. On Tuesday, December 8, a "Meet the Poster Author" time will be conducted from 5 to 6:30 p.m.

PLEASE NOTE: **The poster may NOT be any bigger than 4 feet by 4 feet**. Presenters will be required to staff their posters during the "Meet the Poster Author" time on December 8. Each presenter will be responsible for setting up and removing his or her poster at the scheduled times (*setup*: 7-9 a.m., Tuesday; *removal*: 2-5 p.m., Wednesday).
All posters will be displayed on walls, not tables. Tables will NOT be provided nor allowed.

Poster Session Awards

Poster sessions will be awarded cash/rosette prizes for first, second, third, and honorable mention awards by professional judges. Additionally, your peers will be selecting a "People's Choice" Award for each of our four unique poster types. Participants will even have a chance to win an iPad Mini!

Submitting Proposals

Submit your proposal using the following link no later than **11:59 p.m. on Wednesday, October 14, 2015**.
http://go.osu.edu/EAC_2015RFP

When you visit the URL to submit your proposal, you will be directed to a page that will ask you to "register" for the web site to submit an RFP by providing your name and email address. Once you provide the registration information, you will be e-mailed a **unique** URL to submit your proposal. **You will be able to submit ONE proposal PER e-mail address.** If you create or use a new (non-OSU) e-mail address to submit multiple proposals, please remember to monitor that e-mail

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through November because that is where **all** communication will be sent for EACH submission. If needed, you will be able to make changes to your submission by clicking on YOUR URL (in the e-mail you received after providing registration information) until the RFP site closes on October 14. You will receive a confirmation e-mail for your completed submission(s). Clicking the submit button on the summary page will complete your submission process.

You will note there are character limits for some of the requested information. We suggest using a word processor to count your characters and copy and paste your text into the RFP website.

You will be asked to provide the following information for your proposal:
- Type of proposal: presentation or poster.
  If poster is selected, type of poster:
    - Undergraduate or Graduate Student
    - Research
    - Educational Outreach
    - Ideas in Action
- Title of proposal
- Full description of presentation/poster including a discussion of why the information to be provided is of need or of interest to Extension professionals (**3,000-character limit, including spaces**)
    - OPTIONAL: In a separate question on the RFP web site, you will be able to upload a Microsoft Word document containing a formatted list of references/resources (*see criteria for file size and type below).
- Learning objectives of the presentation/poster (**1,000-character limit, including spaces**)
- Which of the following focus areas does your proposal highlight? (checklist – you will be asked to provide a SHORT description for each area you select. Please do not repeat information from your full description)
    - **Focused Relationships** – Includes networking within Extension, connections with government and other external partners, relationships within and between counties/regions; diversity and inclusion to expand Extension audiences (**500-character limit, including spaces**)
    - **Focused Programming** – The work and efforts that drive Extension forward, potentially leading to new ideas and innovation, adopting new technologies, marketing or methods; can also tie into research and scholarly works (**500-character limit, including spaces**)
    - **Focused Operations** – Personnel, human resource topics, day-to-day operations, technology, risk and liability, data management, volunteer management, ways to work smarter and stay organized (**500-character limit, including spaces**)
- Short description/abstract of presentation or poster proposal for the conference program (**1,000-character limit, including spaces**)
- Reference list (**OPTIONAL**): Upload a Microsoft Word document (file type: ".doc" or ".docx", maximum file size: 5,000KB) containing a formatted list of references for your proposal.
- Lead author and contact information – name, title, location, phone, e-mail
- Co-Author(s) and contact information – name, title, e-mail

Proposal Review
Proposals will be reviewed by a committee of Extension professionals who will not have knowledge of your contact information until the selection process is complete. Therefore, accepted presentations and posters will be considered "peer-reviewed presentations" for promotion purposes. Acceptance rates will be announced.

The Concurrent Sessions and Posters Subcommittee will review proposals soon after the submission deadline. Selections will be made and presenters notified by the first week of November.

Questions?
For general questions about the request for proposals, contact the Concurrent Sessions and Posters Subcommittee co-chairs, Steve Brady (brady.111@osu.edu) or Patty House (house.18@osu.edu). Please DO NOT inform either of these individuals of the title/content of your proposal or it will not be considered a "blind" peer-reviewed process.

For technical questions or issues with the online proposal submission site, contact Debby Lewis (lewis.205@osu.edu), leader, Program Development & Evaluation.